

ARIZONA DEPARTMENT OF HEALTH SERVICES/DIVISION OF LICENSING SERVICES
OFFICE OF SPECIAL LICENSING
GROUP HOMES FOR THE DEVELOPMENTALLY DISABLED
LICENSING INSPECTION CHECKLIST

Surveyor Name:	Date & Time:		
Facility Name:	Facility Phone:		
Facility Address:	City/Zip:		
Company Name:	Company Phone:		
Company Address:	City/Zip:		
Facility Rep.:	Rep. Phone:		
<input type="checkbox"/> Initial Application <input type="checkbox"/> Renewal of license DDH_____ <input type="checkbox"/> Complaint Invest./Date Rec'd.: _____			
Nationally Accredited: <input type="checkbox"/> NO <input type="checkbox"/> YES, by: _____ from: _____ to: _____			
<input type="checkbox"/> LEVEL I <small>(R9-33-202.B – F)</small> or <input type="checkbox"/> LEVEL II <small>(R9-33-202.B – G)</small> <input type="checkbox"/> Fire Inspection Completed Today As Part Of Inspection			
SECTION I ~ ADHS ADMINISTRATIVE STANDARDS (PURSUANT TO A.A.C. R9-33-103 TO 106)			
The Department is allowed immediate access to the premises, a resident, record, or vehicle used to transport a resident.	<input type="checkbox"/> In	<input type="checkbox"/> Out/Note:	
A licensee shall submit to the Department a completed application for renewal at least 60 days before the expiration date indicated on the license.	<input type="checkbox"/> In	<input type="checkbox"/> Out/Note:	
A licensee shall notify ADHS in writing at least 30 days before the effective date of termination of group home operations or termination of a service provider contract with the DDD.	<input type="checkbox"/> N/A	<input type="checkbox"/> In	<input type="checkbox"/> Out/Note:
A licensee shall ensure that a deficiency listed on a POC is corrected within 30 days from the date of the POC.	<input type="checkbox"/> N/A	<input type="checkbox"/> In	<input type="checkbox"/> Out/Note:
SECTION II ~ ADHS HEALTH AND SAFETY STANDARDS/ITEMS OF INSPECTION (PURSUANT TO A.A.C. R9-33-201 TO 207)			
R9-33-201. Emergency Procedures and Evacuation Drills			
A. A licensee shall ensure that a written plan for emergencies: 1. Is developed and implemented; 2. Is available and accessible to staff and each resident at the facility; 3. Contains procedures for responding to fire, emergency, severe weather conditions, and other disasters, including: a. Routes of evacuation, location of firefighting equipment, and evacuation devices identified on a floor plan of the facility; b. Instructions on the use of fire alarm systems, firefighting equipment, and evacuation devices; c. Procedures for evacuating each resident, including a resident who is not capable of self-preservation or who has a mobility, sensory, or other physical impairment; and d. Procedures for notifying an emergency response team, law enforcement, and the licensee or the licensee's designee; and 4. Includes procedures for when a resident is missing from the premises.	<input type="checkbox"/> In	<input type="checkbox"/> Out/Note:	
B. A licensee shall ensure that:			

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	<ol style="list-style-type: none"> 1. The facility's street address is painted or posted against a contrasting background so that the group home's street address is visible from the street; or 2. The local emergency response team, such as the local fire department, is notified of the location of the facility in writing at least once every 12 months. The licensee shall make the written notification available for review at the facility for at least two years from the date of the notification. 		
C.	<p>A licensee shall ensure that:</p> <ol style="list-style-type: none"> 1. Except as described in subsection (D), an evacuation drill that includes all residents, except any residents otherwise specifically excluded from evacuation drills as indicated on documentation provided by the Division for the resident, is conducted at least once every six months on each shift; and 2. Documentation of an evacuation drill is available for review at the facility for at least two years after the date of the evacuation drill that includes: <ol style="list-style-type: none"> a. The date and time of the evacuation drill; b. The length of time to evacuate or simulate the evacuation of all residents from the facility; c. A summary of the evacuation drill, including a list of the residents and staff who were present at the time of the drill, how the drill was performed, how long the drill took to complete, and, if applicable, a list of residents for whom evacuation was simulated; and d. Except as provided in subsection (D)(2), if the length of time to evacuate all residents from the facility exceeds three minutes, a plan of correction to bring the evacuation time to three minutes or less in case of an actual emergency requiring evacuation. 		
D.	<p>If a group home provides services to a resident whom the Division has identified, through the assessment process used to determine the group home's fire risk prevention level, as having a condition that could cause a resident to be harmed if the resident participated in an evacuation drill, a licensee shall ensure that:</p> <ol style="list-style-type: none"> 1. An evacuation drill: <ol style="list-style-type: none"> a. Does not include the resident, and b. Simulates the evacuation of the resident according to the plan required in subsection (A)(3)(c), and 2. The documentation of an evacuation drill required in subsection (C)(2) also includes, if the length of time to evacuate or simulate the evacuation of all residents exceeds five minutes, a plan of correction to bring the evacuation time to five minutes or less in case of an actual emergency requiring evacuation. 		

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<p>E. A licensee shall ensure that:</p> <ol style="list-style-type: none"> 1. A first aid kit is available in the facility that has the following items in a quantity sufficient to meet the needs of residents and staff: <ol style="list-style-type: none"> a. Adhesive sterile bandages of assorted sizes, b. Sterile gauze pads, c. Sterile gauze rolls, d. Adhesive or self-adhering tape, e. Antiseptic solution or sealed antiseptic wipes, f. Re-closable plastic bags of at least one-gallon size, g. Single-use non-porous gloves, h. Scissors, i. Tweezers, and j. A cardiopulmonary resuscitation mouth guard or mouth shield; 2. All stairways, hallways, walkways, and other routes of evacuation are free of any obstacle that may prevent evacuation of a resident in an emergency; 3. If a window or door contains locks, bars, grills, or other devices that obstruct evacuation, each device contains a release mechanism that is operable from the inside of a facility and that does not require the use of a key, special knowledge, or special effort; 4. Each facility contains a working non-cellular telephone that is available and accessible to staff and each resident at all times; and 5. The following are posted at the location of a facility's telephone: <ol style="list-style-type: none"> a. Instructions to dial 911 or the telephone number of another local emergency response team, and b. The address and telephone number of the group home. 		
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R9-33-202. Fire Safety Requirements

<p>A. The Department shall issue to an applicant or licensee:</p> <ol style="list-style-type: none"> 1. A fire risk prevention level 1 group home license if the group home meets the requirements in subsections (B) through (G); and 2. A fire risk prevention level 2 group home license if the group home meets the requirements in subsections (B) through (H). <p>B. A licensee shall ensure that the premises are in compliance with all applicable state and local fire safety regulations and that:</p> <ol style="list-style-type: none"> 1. Before a license is issued or renewed, a fire inspection is conducted by the local fire 	<input type="checkbox"/> In	<input type="checkbox"/> Out/Note:
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ADHS 150 N. 18th Ave. Suite 460 Phoenix, AZ 85007 ~ Ph. (602) 364-2079 ~ Fax (602) 364-4769

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<p>department, the Department, or an entity authorized by the Department;</p> <p>2. Any repair or correction stated in a fire inspection report is made or corrected according to the requirements and time in the fire inspection report; and</p> <p>3. A current fire inspection report is available for review at the group home.</p> <p>C. A licensee shall ensure that the facility has at least one a working, portable, all-purpose fire extinguisher labeled as rated at least 2A-10-BC by Underwriters Laboratories, or two co-located working, portable, all-purpose fire extinguishers labeled as rated at least 1A-10-BC by Underwriters Laboratories, installed and maintained in the facility as prescribed by the manufacturer or the fire authority having jurisdiction.</p> <p>D. A licensee shall ensure that a fire extinguisher is:</p> <p>1. Is either:</p> <p>a. Disposable and has a charge indicator showing green or "ready" status; or</p> <p>b. Serviced at least once every 12 months by a fire extinguisher technician certified by the National Fire Protection Agency, the International Code Council, or Compliance Services and Assessments; and</p> <p>2. If serviced, is tagged specifying:</p> <p>a. The date of purchase or the date of recharging, whichever is more recent; and</p> <p>b. The name of the organization performing the service, if applicable.</p> <p>E. A licensee shall ensure that smoke detectors are:</p> <p>1. Working and audible at a level of 75db from the location of each bed used by a resident in the facility;</p> <p>2. Capable of alerting all residents in the facility, including a resident with a mobility or sensory impairment;</p> <p>3. Installed according to the manufacturer's instructions;</p> <p>4. Located in at least the following areas:</p> <p>a. Each bedroom;</p> <p>b. Each room or hallway adjacent to a bedroom, except a bathroom or a laundry room; and</p> <p>c. Each room or hallway adjacent to the kitchen, except a bathroom, a pantry, or a laundry room; and</p> <p>5. If the licensee has been cited more than once in the previous four years under subsections (E)(1) through (4), either:</p> <p>a. Hard-wired to the electrical system of the group home with a battery backup; or</p> <p>b. Connected to an early-warning fire detection system required in subsection (H)(2), if applicable.</p>		
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<p>F. A licensee shall ensure that each bedroom has at least one openable window or door to the outside for use as an emergency exit.</p> <p>G. A licensee shall ensure that:</p> <ol style="list-style-type: none"> 1. A usable fireplace is covered by a protective screen or covering at all times; and 2. Combustible or flammable materials are not stored within three feet of a furnace, heater, or water heater, or usable fireplace. <p>H. A licensee of a fire risk prevention level 2 group home shall ensure that:</p> <ol style="list-style-type: none"> 1. The facility contains an emergency lighting system that: <ol style="list-style-type: none"> a. Works without in-house electrical power, b. Illuminates the path of evacuation, and c. Is inspected at least once every 12 months by the manufacturer or an entity that installs and repairs emergency lighting systems; and 2. The facility has an early-warning fire detection system that: <ol style="list-style-type: none"> a. Is safety-approved; b. Is hard-wired or connected wirelessly, with battery back-up; c. Sounds every alarm in the facility when smoke is detected; d. Is installed in each bedroom, each room or each hallway adjacent to a bedroom, and each room or each hallway adjacent to a kitchen; and e. Is inspected at least once every 12 months by the manufacturer or by an entity that installs and repairs early-warning fire detection systems; 3. The facility has one of the following: <ol style="list-style-type: none"> a. Sufficient staff on duty to evacuate all residents present at the facility within three minutes or, if applicable under R9-33-201(D), within five minutes; or b. An automatic sprinkler system installed according to the applicable standard incorporated by reference in A.A.C. R9-1-412 and installed according to NFPA 13, NFPA 13R, or NFPA 13D, as applicable, that: <ol style="list-style-type: none"> i. Covers every room in the facility; and ii. Is inspected at least once every 12 months by the manufacturer or by an entity that installs and repairs automatic sprinkler systems; and 4. Documentation is available at the facility for two years after the date of an inspection: <ol style="list-style-type: none"> a. For: <ol style="list-style-type: none"> i. The emergency lighting system inspection required in subsection 		
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<p>(H)(1)(c);</p> <p>ii. The early-warning fire detection system inspection required in subsection (H)(2)(e); and</p> <p>iii. If applicable, the automatic sprinkler system required in subsection (H)(3)(b)(ii); and</p> <p>b. That includes:</p> <p>i. The date of the inspection,</p> <p>ii. The name of the entity performing the inspection,</p> <p>iii. A tag on the system or a written report of the results of the inspection, and</p> <p>iv. A description of any repairs made to the system as a result of the inspection.</p>		
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3 ~ R9-33-203. Physical Plant Requirements

<p>A. A licensee shall ensure that:</p> <ol style="list-style-type: none"> 1. A group home is in compliance with applicable federal and state disability laws; 2. If a group home has a resident with a mobility, sensory, or other physical impairment, documentation is available for review at the group home that: <ol style="list-style-type: none"> a. Is provided by the Division; and b. Identifies modifications, if any, needed to the premises to ensure that the premises are accessible to and usable by the resident; 3. The premises have been modified as identified by the Division in subsection (A)(2)(b); 4. Ramps, stairs, or steps on the premises are secured firmly to the ground or a permanent structure and have slip-resistant surfaces; and 5. If handrails and grab bars are installed in a facility, handrails and grab bars are securely attached and stationary. <p>B. A licensee shall ensure that:</p> <ol style="list-style-type: none"> 1. A method of heating and cooling maintains the facility between 65° F and 85° F in areas of the facility occupied by residents; 2. Ventilation is provided by an openable window, air conditioning, or other mechanical device; 3. Working, safe appliances for cooling and cooking food are provided in the facility that: <ol style="list-style-type: none"> a. Are safety-approved; b. If used to refrigerate food, maintain the food at a temperature of 40° F or below at all times; and c. If used to freeze food, maintain the food at a temperature of 0° F or below at all times; 4. Hot water temperatures in the facility are maintained between 95° F and 120° F; and 5. Bathtubs and showers contain slip-resistant strips, rubber bath 	<input type="checkbox"/> In	<input type="checkbox"/> Out/Note:
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<p>mats, or slip-resistant surfaces.</p> <p>C. A licensee shall ensure that:</p> <ol style="list-style-type: none"> 1. Electrical lighting is contained in each room in the facility; 2. Electrical devices and equipment on the premises are safety-approved, safe, and in working order; 3. Electrical outlets on the premises are safe, covered with a faceplate, and installed in accordance with the requirements of the local jurisdiction; 4. If the facility was built or modified on or after the effective date of this Chapter, any electrical outlet located within 3 feet of a water source includes a ground fault circuit interrupt (GFCI); 5. An appliance, light, or other device with a frayed or spliced electrical cord is not used on the premises; and 6. An electrical cord, including an extension cord, on the premises is not: <ol style="list-style-type: none"> a. Used as a substitute for permanent wiring, b. Run under a rug or carpeting, c. Run over a nail, or d. Run from one room to another. <p>D. A licensee shall ensure that:</p> <ol style="list-style-type: none"> 1. A facility contains a safe, working plumbing system; 2. If a facility's plumbing system is connected to a non-municipal sewage disposal system, the plumbing system and connective piping are free of visible leakage; and 3. The premises do not contain unfenced or uncovered wells, ditches, or holes into which an individual may step or fall. 		
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R9-33-204. Environmental Requirements

<p>A. A licensee shall ensure that:</p> <ol style="list-style-type: none"> 1. The premises are free of accumulations of garbage or refuse; 2. Garbage and refuse in the facility are: <ol style="list-style-type: none"> a. Stored in cleanable containers or in sealable plastic bags; and b. Removed from the facility at least once every seven days; 3. Cleaning compounds and toxic substances are maintained in labeled containers that: <ol style="list-style-type: none"> a. Are stored to prevent a hazard; b. Are appropriate to the contents of each container; c. If appropriate based on a resident's disability, are locked; and d. Are stored in a separate location from food or medicine; 4. Unused furniture, equipment, fabrics, or devices are removed from the facility or maintained in a covered area on the premises that is designated by the licensee for storage in a manner that does not create a hazard; and 	<input type="checkbox"/> N/A	<input type="checkbox"/> In	<input type="checkbox"/> Out/Note:
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<p>5. There are no firearms or ammunition on the premises;</p> <p>B. A licensee shall ensure that:</p> <ol style="list-style-type: none"> 1. The facility is maintained free of insects and vermin; 2. The premises and its structures and furnishings are: <ol style="list-style-type: none"> a. In a clean condition, b. Free of odors, such as urine or rotting food; and c. In sufficiently good repair that no object, equipment, or condition present constitutes a hazard; and 3. Standing water is not allowed to accumulate on the premises, except in an area or vessel the purpose of which is to hold standing water. <p>C. A licensee shall ensure that:</p> <ol style="list-style-type: none"> 1. An unvented space heater or open-flame space heater is not used on the premises; 2. An electric portable heater or electric radiant heater is not used on the premises unless the electric portable heater or electric radiant heater: <ol style="list-style-type: none"> a. Has: b. Either a non-porous casing or a grill with a mesh small enough to prevent cloth or a child's finger from entering the casing, c. A tilt switch that shuts off power to the electric portable heater if the electric portable heater tips over, d. An automatic shutoff control to prevent overheating, and e. A thermostat control; and f. Is plugged directly into a wall outlet; and 3. A vented space heater used on the premises is: <ol style="list-style-type: none"> a. Safety-approved; b. Professionally installed in accordance with the requirements of the local jurisdiction; and c. Mounted as a permanent fixture in a wall, floor, or ceiling. 			
<p>6 ~ Vehicle Safety ~ R9-33-205 Total # of vehicles in use: _____</p> <p>1. # of passenger seats: _____ Plate #: _____ 2. # of passenger seats: _____ Plate #: _____</p> <p>3. # of passenger seats: _____ Plate #: _____ 4. # of passenger seats: _____ Plate #: _____</p>			
<p>A licensee shall ensure that a vehicle used to transport a resident:</p> <ol style="list-style-type: none"> 1. Is maintained in safe and working order; and 2. Is equipped with: <ol style="list-style-type: none"> a. A working heating and air conditioning system; b. A first aid kit that meets the requirements in R9-33-201(E)(1); c. Working seat belts for the driver and each 	<input type="checkbox"/> In	<input type="checkbox"/> Vehicle(s) not available to determine compliance with (A)(3) <input type="checkbox"/> Out/Note:	

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<p style="margin-left: 40px;">passenger; and</p> <p style="margin-left: 40px;">d. Floor mounted seat belts and wheel chair lock-down devices for each wheel chair passenger transported, if the vehicle is used to transport a passenger in a wheelchair.</p> <p>B. A licensee shall ensure that documentation of each maintenance or repair of a vehicle used to transport a resident is available for review at the facility for at least two years after the date of the maintenance or repair.</p>		
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R9-33-206. Swimming Pool Requirements

<p>Except as provided in subsection (B), a licensee shall ensure that a private residential swimming pool on the premises:</p> <ol style="list-style-type: none"> 1. If filled with water, is surrounded by a fence or enclosure constructed of rigid material that: <ol style="list-style-type: none"> a. Is at least 5 feet high; b. Is free of an opening that exceeds 4 inches or, if a wire mesh fence, is free of an opening that exceeds 1 3/4 inches; c. Is free of openings for handholds or footholds on the exterior of the fence or enclosure; d. Is at least 20 inches from the edge of the private residential swimming pool; e. Is clear of objects out to a distance of 30 inches on either side of the fence or enclosure from the level of the ground to a height of 5 feet above the fence or enclosure; f. Has at least one gate that: g. Opens outward from the private residential swimming pool, h. Has a self-closing latch attached no less than 54 inches above ground level as measured from the exterior side of the fence or enclosure, and i. Is locked when the private residential swimming pool is not in use; j. Is secured perpendicular to level ground; and k. Is located at least 54 inches from the exterior wall of the facility to allow evacuation without entering the private residential swimming pool area; 2. Is not located in the path of an emergency exit; 3. If filled with water, is equipped with the following: <ol style="list-style-type: none"> a. An operational water circulation system that clarifies the swimming pool water, b. An operational vacuum cleaning system that maintains the sides and bottom of the pool free of dirt and debris, c. A shepherd's crook that is attached to its own pole, and d. A ring buoy with an attached rope that is at least 10 feet long plus the distance from the edge to the middle of the private residential swimming pool; and 4. If not filled with water, is covered completely by a covering 	<input type="checkbox"/> In	<input type="checkbox"/> Out/Note:
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<p>that:</p> <ol style="list-style-type: none"> a. Is permitted by the local jurisdiction, b. Is free of an opening that exceeds 1 inch, c. Withstands weight of at least 495 pounds per square foot on all parts of the covering without any distortion or compression, and d. Has at least one access hatch that is locked so that a resident cannot open it. <p>B. The requirements in subsection (A) do not apply to a group home if the Division provides to the Department written documentation indicating that the Division has determined that the private residential swimming pool is safe, based upon the functional level of the residents:</p> <ol style="list-style-type: none"> 1. At the time of initial licensure, 2. At the time of license renewal, and 3. Upon the placement of a resident at the group home. <p>C. A licensee shall ensure that a spa:</p> <ol style="list-style-type: none"> 1. Except as specified in subsection (C)(2), is covered and locked when not in use, with a mechanism that a resident cannot open; and 2. If a resident is under 6 years of age, is enclosed by a fence specified in subsection (A)(1). 		
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A NOTE TO LICENSEES ABOUT CHANGE OF LOCATION: If faced with a need to relocate, please be advised that the new home will have to meet all of the applicable standards, including those for swimming pools. Therefore, please use this checklist to ensure that a potential home meets these minimum standards BEFORE signing a lease agreement as there are no provisions for waivers of these standards. ADHS is available to provide you with technical assistance in making such evaluations by calling the Office of Special Licensing at (602) 364-2079.

A NOTE TO LICENSEES ABOUT VEHICLE INSPECTIONS: Please be advised that our inspection process requires that the facilities have all vehicles used to transport residents to be present at the facility at the time of inspection. Those vehicles NOT present at the time of inspection will have to be brought down to ADHS offices to be inspected before the license can be issued or renewed. Please plan accordingly.

Inspection Certification and Receipt

Facility Representative Name:	Facility Representative Signature:	Date Signed:
ADHS Inspector Name:	ADHS Inspector Signature:	Date Signed:

The legal inspection report will be sent via U.S. Postal Service within 14 calendar days
☐ **to the FACILITY address** or ☐ **to the COMPANY address**

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Supervisory Review completed by:	Copy faxed to Licensee on:	Type of SOD developed: <input type="checkbox"/> No Deficiency SOD <input type="checkbox"/> SOD with Deficiencies		
Sup. Rev. done on:	Copy sent to DES on:	ASPEN Event ID:	SOD to Licensee on:	POC Due by: <input type="checkbox"/> N/A

- ☐ An INITIAL License will NOT be issued.
- ☐ An INITIAL License WILL be issued upon receipt of an acceptable plan of correction, if applicable.
- ☐ The license will NOT be renewed.
- ☐ A RENEWED License WILL be issued upon receipt of an acceptable plan of correction, if applicable.
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Inspection Certification and Receipt

Facility Representative Name:	Facility Representative Signature:	Date Signed:
ADHS Inspector Name:	ADHS Inspector Signature:	Date Signed:

The legal Inspection Report will be sent via U.S. Postal Service within 14 calendar days

- ☐ to the FACILITY address
- ☐ to the COMPANY address

Type of Inspection Report to be developed is:

- ☐ No Deficiencies Cited ☐ Statement of Deficiencies

- ☐ An INITIAL License will NOT be issued.
- ☐ An INITIAL License WILL be issued upon receipt of an acceptable plan of correction, if applicable.
- ☐ The license will NOT be renewed.
- ☐ A RENEWED License WILL be issued upon receipt of an acceptable plan of correction, if applicable.